



# The Commonwealth of Massachusetts

## Massachusetts Emergency Management Agency

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## Department of Conservation and Recreation

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## Application Package for the Hazard Mitigation Grant Program (HMGP) (FEMA-1701-DR-MA)

**Note:** This package has been developed to assist prospective applicants in the preparation of Hazard Mitigation Grant Program (HMGP) applications. The package outlines the specific information required for the State and Federal government to review proposed mitigation activities. While utilization of forms contained within this package is strongly encouraged, the applicant may submit the requested information in any format it elects. By providing all of the information requested, the review process at the State and Federal levels will be significantly expedited.

The Commonwealth has established **Friday, January 18, 2008 as the HMGP application deadline**. All applications must be received by close-of-business (5:00pm) 1/18/2008 to be considered for possible funding. Applications should be submitted to:

Scott MacLeod, Mitigation Grants Manager  
MA Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01701

Communities should coordinate all applications among their various boards or departments to avoid conflicting or competing project applications. The Chief Elected Official must sign all applications from municipalities, including individual municipal agencies.

A FEMA-approved Multi-Hazard Mitigation Plan in accordance with 44 Code of Federal Regulations Part 201, is a pre-requisite for a FEMA HMGP grant award. In order for the Commonwealth to meet FEMA's program deadlines, communities must submit a copy of their final Multi-Hazard Mitigation Plan for federal & state review and approval on or before the HMGP application deadline of **Friday, January 18, 2008**.

**\*\*Prospective applicants must submit five (5) complete hardcopies of each HMGP application\*\***  
Electronic copies of attachments (photo's, drawings, etc.) are encouraged.

Should assistance be required in the preparation of your application, you may wish to contact MEMA Mitigation Grants Manager, Scott MacLeod at (508) 820-1445 or the State Hazard Mitigation Officer, Richard Zingarelli at (617)626-1406. This Grant application package can be downloaded from the 'Disaster Recovery & Mitigation' section of the MEMA website ([www.mass.gov/mema](http://www.mass.gov/mema)). Please send an email to [Scott.MacLeod@state.ma.us](mailto:Scott.MacLeod@state.ma.us) to request that the application be e-mailed.

## **TABLE OF CONTENTS**

<b>I. Applicant Information</b>	<b>1</b>
<b>II. General Project Information</b>	
A. Project Location	2
B. Description of Existing Conditions	2
C. Proposed Project Alternatives	3
D. Project Drawings	6
E. Project Photographs	7
F. Mitigation Plan Status	8
G. Environmental/Historic Information	8
H. Waterway/Waterbody Information	10
I. Floodplain Location	11
J. Property Acquisition/Relocation/Elevation/Worksheet	12
K. Work Schedule	14
L. Project Cost Estimate	14
M. Other Funding Agencies	15
N. Public Notice/Official Newspaper Information	15
<b>III. Benefit/Cost Information</b>	
A. Minimum Benefit/Cost Information	16
<b>IV. Project Certification</b>	
A. General Conditions	19
B. Funding Certification	19
C. Acquisition/Relocation/Elevation Certification	20
D. Maintenance Agreement	21
<b>V. Contact Information</b>	<b>22</b>

### **APPENDIX A - – EXAMPLES OF ELIGIBLE/INELIGIBLE PROJECTS**

# I. Applicant Information

MA-HMGP Application # \_\_\_\_\_ FEMA-\_\_\_\_\_-DR-\_\_\_\_\_ Application Date \_\_\_\_\_

Application Type: ☐ Project ☐ HMGP 5% Initiative Application ☐ Planning

Application Status: ☐ Initial Submission ☐ Resubmission ☐ Amendment

Organization Type: ☐ State Agency ☐ County/Local Gov't ☐ Private Non-Prof ☐ Other \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Federal Share Requested: \$ \_\_\_\_\_

Required consultations sent out: Yes / No

Responses received: Yes / No

## Project Type

☐ Acquisition

☐ Elevation

☐ Relocation

☐ Culvert/drainage

☐ Stream engineering

☐ Bridge replacement/upgrade

☐ Embankment Stabilization

☐ Other: \_\_\_\_\_

## THIS SECTION FOR STATE USE ONLY

Applicant (Organization) \_\_\_\_\_

County \_\_\_\_\_ Congressional District \_\_\_\_\_

Fed Tax ID \_\_\_\_\_ Community NFIP ID # \_\_\_\_\_

Project Title \_\_\_\_\_

Brief Project Description (See Appendix A before completing this section) \_\_\_\_\_

Project Location \_\_\_\_\_

*Authorized Applicant Agent<sup>1</sup>*

*Point of Contact<sup>2</sup>*

\_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
Title \_\_\_\_\_

\_\_\_\_\_  
Telephone # \_\_\_\_\_

\_\_\_\_\_  
Fax # \_\_\_\_\_

\_\_\_\_\_  
Address 1 \_\_\_\_\_

\_\_\_\_\_  
Address 2 \_\_\_\_\_

\_\_\_\_\_  
City/State/Zip \_\_\_\_\_

\_\_\_\_\_  
E-mail \_\_\_\_\_

Prepared by: Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Individual authorized to sign certification in Section IV

<sup>2</sup> Individual applicant wishes State/FEMA to contact for additional information

## II. General Project Information

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### PROJECT LOCATION

Attach a brief description of the project location. Include the name of the municipality and county, intersecting streets, and easily identified landmarks such as waterbodies and structures. Include the street address of the property, and latitude and longitude, if applicable.

Provide a site location map(s) that clearly identifies all project sites for each alternative. A United State Geological Survey (USGS) topographic quadrangle map or a detailed local road map is ideal for use as a location map. Provide the site location, including a north arrow, title, and legend from the original map on an 8-1/2 x 11 sheet. Additionally, the identification of waterways and roads surrounding the project area should be noted. If applicable, the identification of adjacent community boundaries should be identified on these maps.

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### DESCRIPTION OF EXISTING CONDITIONS

Attach a clear description of the existing conditions that your project is intended to mitigate. Provide a brief description of the existing conditions, including the type of hazard and cause of the problem (e.g. flooding from an undersized culvert on Johnson Brook), the frequency with which damages occur, and number of properties/roads affected, number of repetitive loss properties and their addresses. You may include a sketch if you feel it will help describe the problem. Do not describe the proposed solution (yet).

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## II. General Project Information

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### PROPOSED PROJECT ALTERNATIVES (PROJECT DESCRIPTION)

Attach an evaluation of three (3) project alternatives – the proposed alternative, and two other feasible alternatives, not including the “No Action” alternative. By describing the nature of the problem to be solved, the “No Action” alternative is apparent and requires no elaboration. ***Alternative 1 must be the preferred project alternative. Complete a detailed budget only for the preferred project (Alternative #1).*** Provide a complete and detailed description of each proposed alternative to include the following:

- Describe the source of the hazards and risk to life, safety and improved property that you are trying to solve
- Physical area to be affected by the proposed project
- The preferred project (Alternative #1) and cost estimate should provide a detailed scope of work, including but not limited to all work required to implement the proposed activity:
  - Survey, Design & Engineering, Permitting, Bidding & Advertising, Construction, Site Preparation, Erosion Control, Utility Relocation/Re-connection, Project Close-out
- Construction methods, including excavation or earth moving activities, if applicable
- If project is implemented, explain how it will reduce future damages
- How is the project an improvement over the existing conditions? (Maintenance & repair is not considered an improvement under this grant program)
- Describe how the project is consistent with the goals, strategies and recommended actions outlined in your FEMA-approved Multi-Hazard Mitigation Plan
- Describe how each alternative would address the existing conditions previously identified
- Indicate the level of protection to be provided (frequency or intensity of event to be mitigated; e.g. 100-year flood, 100 mph wind event, etc.)
- Explain level of public involvement in the decision to select the proposed project
- The pros and cons of the alternatives including: the social, political, administrative, technical, economic, legal and environmental ramifications of project.
- Explain why the preferred project (Alternative #1) was selected over the other alternatives

*Note: If the project is intended to protect a critical facility from flooding, the project should be designed to provide protection from a 500-year event. Critical facilities include generating plants, other principle points of utility lines, nursing homes, housing for the elderly, fire and police stations, hospitals, and other facilities that provide public health and safety services.*

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## II. General Project Information

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Alternative #1:

Level of Protection: \_\_\_\_\_(e.g. 25-yr event)

## II. General Project Information

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Alternative #2:

Level of Protection: \_\_\_\_\_

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Alternative #3:

Level of protection: \_\_\_\_\_

## II. General Project Information

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### PROJECT DRAWINGS

A drawing detailing the proposed project must be included in the application. The drawing should be large enough to show the location of existing structures, proposed structures, and surrounding areas that may be impacted by the project, such as staging areas and temporary access points. Existing and proposed conditions may also be shown on separate drawings. Detailed engineering plans are not necessary, but should be submitted if available.

The following is a list of items that are typically included on project drawings and that should be included in drawings to the extent practicable. Some items may not be applicable for all projects. If exact dimensions or quantities are not known, provide estimates. Include photographs of the proposed project site with your drawings as described later in this section.

**1. Existing Conditions** *(existing structures are generally drawn with a dashed line)*

- Waterway name and direction of flow
- Waterway or shoreline boundaries (water's edge)
- Wetland areas
- Right-of-way and property lines
- North arrow
- Existing structures (culverts, catch basins, drainage systems, retention ponds, etc.)
- Special use or conservation areas
- Vegetated or forest areas that would be impacted
- Adjacent roadways
- Existing buildings & utilities
- Any structure/land feature likely to be impacted by the proposed project

**2. Proposed Conditions** *(proposed structures are generally a solid line)*

- Location and dimensions of proposed structures
- Limits of proposed fill (est. quantity) or excavation (est. quantity)
- Project limits
- Limits of encroachment into wetlands or waterbodies
- Limits and dimensions of shoreline stabilization (est. quantity)
- Major clearing of vegetation (est. area)
- Any structure or land feature modified by the proposed project
- Drainage area(s) (attach drainage calculations if available)

**3. Cross-section** *(A cross section should be included for any structural projects)*

- Proposed structure
- Dimensions
- Existing shoreline
- Bank slope and height
- Waterway bottom
- Ordinary High-water level (OHW)
- Embankment stabilization
- Any proposed modification

**4. Other Maps/Information** *(Please include the following maps or information with the application)*

- Wetlands map (if applicable and available)
- Assessors maps (Acquisition/Relocation/Elevation projects only)



## **II. General Project Information**

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### **PROJECT PHOTOGRAPHS**

Photograph the project site in all four geographic directions. Include two sets of photos, one taken away from the site and one taken toward the site. Also include photos of any structure or unique features likely to be impacted by the project. Note the position and direction from which the photo was taken on a drawing or sketch of the project site. If available, the applicant should also provide aerial photography of the project area.

## II. General Project Information

### MITIGATION PLAN STATUS & INFORMATION

Please indicate the status of the community's Multi-Hazard Mitigation Plan:

- ☐ Approved                      ☐ 'In-Process'                      ☐ No Plan

If a final plan has not been submitted  
for State & Federal review by the  
HMGP application deadline, this  
application is not eligible for funding..



Briefly describe how the proposed project is consistent with the goals, actions and strategies in the community's multi-hazard mitigation plan:

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### ENVIRONMENTAL/HISTORIC PRESERVATION INFORMATION

Does your project affect or is it in close proximity to any buildings or structures 50-years or more in age?

- ☐ Yes                      ☐ No                      ☐ Unknown

If 'yes' please describe: \_\_\_\_\_

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Does your project involve the disturbance of ground?

- ☐ Yes                      ☐ No                      ☐ Unknown

If 'yes' please describe the past use and dimensions of the area to be disturbed: \_\_\_\_\_

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Are State and/or Federally listed threatened or endangered species or their critical habitat present in the area affected by the project?

- ☐ Yes                      ☐ No                      ☐ Unknown

If yes, please describe:

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## II. General Project Information

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Does your proposed project meet or exceed any Massachusetts Environmental Policy Act (MEPA) thresholds for preparation of an Environmental Notification Form (ENF), or mandatory Environmental Impact Report (EIR)? (<http://www.mass.gov/envir/mepa/thirdlevelpages/thresholds.htm>)

☐ Yes

☐ No

☐ Unknown

Please describe: \_\_\_\_\_

\_\_\_\_\_

## II. General Project Information

### WATERWAY/WATERBODY/WETLANDS INFORMATION

This information can be obtained from the National Parks Service.

1. Name: (waterway/body)

2. Nationwide Rivers Inventory Designation (<http://www.nps.gov/rtca/nri/states/ma.html>):

☐ Wild ☐ Scenic ☐ Recreational

Outstanding Resource Value:

☐ Scenic ☐ Recreational ☐ Geologic  
☐ Fisheries ☐ Water Quality ☐ Historic  
☐ Cultural ☐ Other

3. Is the project in an area regulated by the Massachusetts Wetlands Protection Act (<http://www.mass.gov/dep/service/regulations/310cmr10a.pdf>), including the Rivers Protection Act (<http://www.mass.gov/dep/water/laws/rpa01.htm>)?

☐ Yes ☐ No

4. Is the project is an Area of Critical Environmental Concern (ACEC)? A list and map of ACEC's is available at: <http://www.mass.gov/dcr/stewardship/acec/listACEC.pdf>  
<http://www.mass.gov/dcr/stewardship/acec/statewideMap.pdf>

☐ Yes ☐ No

5. To the best of your ability, please complete the following information concerning the flood frequency of the water body in question. This information is likely available from the FEMA Flood Insurance Study (FIS) for the community. For acquisition/relocation /elevation projects, this data may differ if the properties are not adjacent or contiguous. In this case provide data for those individual properties.

#### Riverine Areas

Flood Frequency	Discharge (CFS) For properties in a Riverine Flood Zone. Not required for Coastal Flood Zones.	Water Surface Elevation - (ft) (Specify vertical datum)
10 Year Event		
50 Year Event		
100 Year Event		
500 Year Event		

#### Coastal Areas

Flood Frequency	Water Surface Elevation – (ft) (Specify vertical datum)
1 Year Event (Highest avg. annual high tide elevation)	
10 Year Event	
50 Year Event	
100 Year Event	
500 Year Event	

## II. General Project Information

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### FLOODPLAIN LOCATION

Flood mitigation and drainage improvement project applications must include a FIRMETTE or copy of the Flood Insurance Rate Map (FIRM) with the project site and Community-Panel Number clearly identified. FIRMETTE's can be created on-line from FEMA's Map Service Center at:

<http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>

1. Waterway/Waterbody: \_\_\_\_\_

2. FIRM/FBFM/FHBM<sup>3</sup> panel No. \_\_\_\_\_ Dated: \_\_\_\_\_

3. Flood Plain Information (if available):

- |   |   |
|---|---|
| <input type="checkbox"/> 100-year Floodplain <sup>4</sup> | <input type="checkbox"/> Regulatory Floodway <sup>5</sup> |
| <input type="checkbox"/> Coastal Hazard Area (V zone)     | <input type="checkbox"/> Not in Special Flood Hazard Area |

Flood Hazard Zone: designation (i.e. A10, C, AE, V): \_\_\_\_\_

100-Year (base) flood elevation at the site is \_\_\_\_\_ Ft. [NGVD 29 (MSL) or NAVD 88]

Source of 100-year (base) flood elevation \_\_\_\_\_ *(This information can be provided as best available data from sources such as: MA DCR, local engineering records, etc.)*

- |  |   |
|--|---|
| <input type="checkbox"/> Coastal Barrier Resource Area | <input type="checkbox"/> Otherwise Protected Area (OPA) |
|--|---|

4. Floodplain Consultation

Local Floodplain Administrator:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Floodplain Administrator consulted? \_\_\_\_\_ Yes / No \_\_\_\_\_ Date: \_\_\_\_\_

Floodplain Administrator Comments:

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<sup>3</sup> Flood Insurance Rate Map/Floodway Map/Flood Hazard Boundary Map

<sup>4</sup> Local Floodplain Development permits are required prior to commencement of construction.

<sup>5</sup> Technical analysis demonstrating no-rise in the discharge of the base flood elevation and Floodplain Development permit required.

## II. General Project Information

### PROPERTY ACQUISITION/RELOCATION/ELEVATION WORKSHEET

*(Prepare separate worksheets for each individual property)*

Property Owner \_\_\_\_\_ ☐ Public ☐ Private  
Tax Map, Lot or Parcel Number \_\_\_\_\_  
Rental Property ☐ Yes ☐ No  
Tenants Name \_\_\_\_\_ *(If more than one tenant provide separate sheet w/ complete list)*  
If tenant occupied provide estimated relocation assistance costs \$ \_\_\_\_\_

- ☐ Include three or more photographs (*two copies each*) showing the front, side and rear views of the structure as well as illustrating the surrounding properties.
- ☐ If the structure has been certified **“Substantially Damaged”** please check this box and attach a copy of certification from your local flood plain administrator or local building inspector. For this property provide property owner’s name, street address and complete section 3 of this worksheet.

#### 1. Site Information

- Street Address (*or Physical Legal Location*):

\_\_\_\_\_

*Street address*

\_\_\_\_\_

*City/Town/Village*

\_\_\_\_\_

*State*

\_\_\_\_\_

*Zip Code*

\_\_\_\_\_

*County*

- Structure located in 100-year floodplain: \_\_\_\_\_ *Yes/No*
- Base Flood Elevation for Property<sup>6</sup>: \_\_\_\_\_ ft
- Lowest Finished Floor of Structure<sup>8</sup>: \_\_\_\_\_ ft (indicate elevation datum \_\_\_\_\_)

#### 2. Structural Information

- Year of Construction - \_\_\_\_\_
- Total Square Footage of Principal Structure \_\_\_\_\_ (sf)
- Building Type:
  - ☐ 1-Story w/o basement
  - ☐ 1-Story w/ basement
  - ☐ 2-Story w/o basement
  - ☐ 2-Story w/ basement
  - ☐ Split Level w/o basement
  - ☐ Split Level w/ basement
  - ☐ Mobile Home
  - ☐ Other \_\_\_\_\_
- Foundation Type:
  - ☐ Basement (Walkout – Y/N)
  - ☐ Crawlspace
  - ☐ Slab-on-grade

<sup>6</sup> & <sup>8</sup> Information can be provided as best available data from sources such as: local engineering records, Elevation Certificates and/or survey, MADCR.

## II. General Project Information

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### 3. Cost Information (Per Structure)

#### a. Acquisition – Total Cost \$ \_\_\_\_\_

- Fair Market Value (*FMV*) \$ \_\_\_\_\_
- Estimated Cost for Demolition \$ \_\_\_\_\_
- Estimated Cost for Appraisal \$ \_\_\_\_\_
- Estimated Closing Costs \$ \_\_\_\_\_
- Estimated Cost for Site Restoration \$ \_\_\_\_\_
- Additional Fees/Surveys/Relocation Assistance \$ \_\_\_\_\_
- Other (*describe*) \_\_\_\_\_ \$ \_\_\_\_\_

#### b. Relocation – Total Cost \$ \_\_\_\_\_

- Fair Market Value of Existing Land \$ \_\_\_\_\_
- Architectural, Engineering, Surveying, etc. \$ \_\_\_\_\_
- Relocation Costs \$ \_\_\_\_\_
- Estimated Cost for Site Restoration \$ \_\_\_\_\_
- Estimated Cost for Appraisal \$ \_\_\_\_\_
- Other (*describe*) \_\_\_\_\_ \$ \_\_\_\_\_

#### c. Elevation – Total Cost \$ \_\_\_\_\_

- Elevation of Structure \$ \_\_\_\_\_
- Utility Relocation/Reconnection \$ \_\_\_\_\_
- Architectural, Engineering, Surveying, etc. \$ \_\_\_\_\_
- Incidental sitework/restoration \$ \_\_\_\_\_
- Displacement \$ \_\_\_\_\_
- Other (*describe*) \_\_\_\_\_ \$ \_\_\_\_\_

## WORK SCHEDULE

## II. General Project Information

Please provide a detailed work schedule and timeline for the proposed project (Alternative #1).

	Task	Duration
1	_____	_____ Days/weeks/months
2	_____	_____ Days/weeks/months
3	_____	_____ Days/weeks/months
4	_____	_____ Days/weeks/months
5	_____	_____ Days/weeks/months
6	_____	_____ Days/weeks/months
7	_____	_____ Days/weeks/months
	<b>Total estimated time for project completion</b>	<b>_____ Days/weeks/months</b>

### PROJECT COST ESTIMATE

A detailed line item budget/cost estimate must be provided for the proposed/preferred (Alternative #1) mitigation project. Applicants are encouraged to be conservative when developing project cost estimates - grant award notification and ultimate project implementation/construction may be more than one-year after initial application submission.

The preferred project (Alternative #1) cost estimate should be as detailed as possible, including but not limited to all work required to implement the proposed mitigation activity:

- Survey
- Design & Engineering
- Permitting
- Bidding & Advertising
- Construction
- Site Preparation
- Erosion Control
- Utility Relocation/Re-connection
- Project Close-out

Project Management and Grant Administration Activities should not be included in the proposed budget. If the grant is approved, such costs will be covered by a supplemental 'sub-grantee administrative allowance' which will be calculated based on the total project cost.

'Lump Sum' cost line items should be avoided in the proposed budget. Project costs should be as detailed as possible and include specific line item name, quantities, rates, units of measurement (SF, CY, LF, etc.), unit costs, etc. Applicants should provide the source of the estimate (e.g. documented local cost, bids from qualified professionals, published national or local cost estimating guides).

If 'in-kind' contributions of labor or materials devoted to the project are being claimed as part of the grant match requirements, provide documentation of the basis for the valuation of the contributions. FEMA cannot fund contingency costs as part of a projects budget. Do **NOT** include any contingency line items in the proposed budget.



## II. General Project Information

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### OTHER FUNDING AGENCIES

- Has this project been submitted to any other Federal agency as a possible source of funding? *Yes/No*
- Do you have adequate resources to fund the local share (at least 25% of total project costs) of the cost of this project? (The non-federal share of the project cost may not be met by another federal grant. However, Community Development Block Grant (CDBG) funds may be used as the non-federal match for HMGP projects if the project is eligible under the block grant program. The U.S. Small Business Administration (SBA) considers their loan funds to lose their Federal identity once the loan to the individual is approved. Therefore, homeowners can supply funds from this source to match HMGP funds. Bureau of Indian Affairs funds may also be used as match for HMGP).

*Yes/No*

- Has funding been approved for this project from any other Federal or State agency? *Yes/No*

If *Yes*, from either of the above, provide the following information:

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Amount \$\_\_\_\_\_

### PUBLIC NOTICE/OFFICIAL NEWSPAPER INFORMATION

FEMA is required to publish a Public Notice for any project that has the potential to affect a wetland or floodplain.

Provide the following about your community's official newspaper(s):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

### **III. Benefit-Cost Information**

#### **Minimum Benefit/Cost Information**

For the Hazard Mitigation Grant Program (HMGP), FEMA will perform a formal Benefit-Cost Analysis (BCA) in cooperation with the State to estimate if the project benefits are likely to be greater than the project costs – for every dollar spent, there must be at least a dollar of future losses avoided. To support this analysis, please provide as much ‘benefit’ detail as possible as well as any supporting information or documentation. “Benefits” of the project include ‘future damages avoided’. The benefits considered in the benefit-cost analysis are direct economic benefits to the community, not just the benefits to FEMA or the federal government. Benefits of a proposed mitigation project can be sorted into four main categories:

<b>Avoided Physical Damages</b>	<ul style="list-style-type: none"><li>▪ Buildings</li><li>▪ Contents</li><li>▪ Infrastructure</li><li>▪ Landscaping</li><li>▪ Site Contamination</li><li>▪ Vehicles</li><li>▪ Equipment</li></ul>
<b>Avoided Loss-of-Function Costs</b>	<ul style="list-style-type: none"><li>▪ Displacement costs for temporary quarters</li><li>▪ Loss of rental income</li><li>▪ Loss of business income</li><li>▪ Lost wages</li><li>▪ Disruption time for residents</li><li>▪ Loss of public services</li><li>▪ Economic impact of loss of utility services</li><li>▪ Economic impact of road/bridge closures</li></ul>
<b>Avoided Casualties</b>	Deaths Injuries Illnesses
<b>Avoided Emergency Management Costs</b>	Emergency operations center costs Evacuation or rescue costs Security costs Temporary protective measure costs Debris removal and cleanup costs Other management costs

Benefit-cost analysis is a standardized, systematic way to count the benefits of a mitigation project and to compare these benefits to the costs of mitigation. A complete benefit-cost analysis counts *all* of the significant direct benefits of a mitigation project.

A benefit-cost analysis always involves looking at damages and losses twice: first, before mitigation (the “as-is” situation) and second, after mitigation. The benefits of a mitigation project are simply the difference in expected damages and losses before and after the mitigation project are completed.

### **III. Benefit-Cost Information**

#### **Check mitigation measure:**

- ☐ **Non-Structural Project**  
(elevations, acquisitions, relocations)
- ☐ Residential/Commercial Structures  
*(For residential and commercial structures complete the Property Acquisition/Relocation/Elevation Worksheet in this section)*
- ☐ **Structural Project**
- ☐ Minor Flood Control Projects/stormwater management  
*(These include modification of existing culverts and bridges, installation or modification of floodgates, stream bank stabilization, and creation of small retention and detention basins. Not included in this definition are dikes, levees, seawalls, groins, jetties, dams and stream channelization)*
- ☐ Other eligible project  
(describe:\_\_\_\_\_)

#### **Complete to extent possible:**

Project Useful Life is \_\_\_\_\_ years

Project Effectiveness (protection provided by the project) is at the \_\_\_\_\_ year level/event (Flood, wind, seismic, etc.)

Total Project Cost \$\_\_\_\_\_

Additional Maintenance Costs \$\_\_\_\_\_per year  
(New maintenance costs that are a result of the project)

#### **History of Hazards/Damages over past 25 years**

Include the following items on an attached sheet:

- Property owner<sup>7</sup> (Acquisition/Relocation/Elevation projects only)
- Date of event
- Magnitude of event<sup>8</sup> (Identify & submit source of data if not FEMA FIS info – USGS data, engineering consultant, town engineer, etc.)
- Description of damages
- Records of damages (Insurance claims, FEMA Individual Assistance (IA) & Public Assistance (PA) payments, Repair invoices, etc.)
- Source of data
- Cause of damages
- Loss of function time per frequency of event for road/building/utility (how long was road closed [# of days, weeks?], how long was building unusable, etc.)
- Identify all USDA-National Resources Conservation Service funded repairs and describe location
- Identify all US Army Corps of Engineers funded repairs and describe location
- Total damages incurred (\$\$\$)
- Emergency Management costs per frequency of event (\$\$\$)

<sup>7</sup> Provide separate damage descriptions for each property owner.

<sup>8</sup> 25 year flood, Level 1 Hurricane, 6.2 Richter Scale, etc.

### **III. Benefit-Cost Information**

*To assist in preparation of a full FEMA Benefit-Cost Analysis, applicants should provide as much of the information listed below as possible (depending on the type of project proposed):*

For all building-related projects:

*Building Data:*

Building Size and Use: Area occupied by owner or public/non profit agencies?

Building Replacement Value (\$/SF)?

Contents Value?

Rental Cost of Temporary Building Space due to hazard impact?

Other costs of displacement due to hazard impact?

One time displacement costs?

Annual budget of public agencies operating in the impacted building?

Rental Income lost by owner due to hazard impact?

Commercial Business Income lost due to hazard impact?

Relocation time due to project?

Rental costs during occupant relocation?

Other costs during occupant relocation?

*Building Elevation Projects:*

How many feet is first floor being raised?

For all road closure related projects:

Estimated One-Way traffic trips per day?

Estimated detour time due to road closure from hazard impact, per one way trip?

Number of people served by impacted utility?

*Hurricane Building Mitigation:*

Non-Engineered Wood, Non-Engineered Masonry, manufactured building, Lightly Engineered, Fully Engineered, Other?

Building Site (Miles Inland)?

*Hurricane/Tornado/High Wind Shelter:*

Building longest length?

Building longest width?

Shelter Area?

Shelter Construction Type?

Hurricane Shelter Occupancy (long term occupancy)?

Tornado Shelter Occupancy (short term occupancy, based on time of day)?

## **IV. Project Certification**

### **GENERAL CONDITIONS**

The undersigned submits this application under the Federal Emergency Management Agency's **Hazard Mitigation Grant Program (HMGP)**, and does hereby certify that the applicant will fulfill all requirements of the program.

The undersigned acknowledges that actions initiated and or completed without fulfilling the specific documentation and procedural requirements of the National Environmental Policy Act (NEPA) may not be considered for FEMA funding. Only in rare situations, where actions were initiated in an emergency situation to prevent or reduce an immediate threat to life, health, property or severe economic losses can exceptions be considered, if otherwise eligible. However, no project application can be considered for FEMA funding if the project was initiated prior to the receipt of this application from the Massachusetts Emergency Management Agency (MEMA).

The undersigned acknowledges that to retain eligibility for funding, the applicant may not initiate work on this project prior to FEMA approval. Furthermore, that as a condition of any project approval, the applicant acknowledges that they are responsible for obtaining all required permits and approvals (federal, state & local) prior to project initiation. Copies of all permits are to be forwarded to MEMA. Any modifications to the approved scope of work must be submitted to MEMA/DCR and FEMA for approval. All site inspections and maintenance should be documented and maintained by the applicant, since this would be essential in determining the eligibility of federal funding for future damages arising at the sites.

The undersigned acknowledges that other types of federal assistance that have been received for this project have been identified within this application. In addition, all requests or anticipated requests for funding made to other federal agencies or sources are also identified within this application.

### **FUNDING CERTIFICATION**

I hereby certify that the 25% local share of this project:

- ☐ Is available
  - ☐ Will be available within 3 months of submitting this project application
  - ☐ Will require the following action by the applicant and is anticipated to be available within \_\_\_\_ months of project approval: \_\_\_\_\_
- 

Also, the local share will be utilized to support the undertaking of this project during the specified performance period. Evidence of commitment will be made available to MEMA and/or FEMA upon request.

## **IV. Project Certification**

### **ACQUISITION/RELOCATION/ELEVATION CERTIFICATION<sup>9</sup>**

Participation in this application is voluntary and prospective homeowners may withdraw their participation at any time prior to contract initiation.

Check One:

- ☐ The applicant will contribute the local matching share in its entirety
- ☐ The applicant has asked homeowners to voluntarily donate up to 25% of proceeds of their property towards the applicant's matching share. In doing so, the homeowner is essentially agreeing to accept a minimum of 75% of the fair market value for the purchase of their real property, relocation of structure, or elevation of structure. Attached are statements from each homeowner stating that they voluntarily agree to participate in the program under this condition.

Attached are voluntary statements from each prospective property owner that wishes to participate in the acquisition/relocation/elevation at the time of this application. This statement includes a waiver for FEMA to provide Duplication of Benefits information to MEMA and/or the applicant.

For elevation projects, each homeowner must certify the date on which they have had their property continuously insured under the National Flood Insurance Program. Information that needs to be provided includes the name of the insurance company from which the insurance was purchased, the agent's name and telephone number, and the policy number. Also, that the lowest floor will be elevated to at least \_\_\_\_\_ feet above the Base Flood Elevation in accordance with local building codes. FEMA may also require that the property owner legally record a deed restriction with the property requiring that flood insurance be maintained in perpetuity.

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<sup>9</sup> This part should only be completed for acquisition/relocation/elevation projects.

## **IV. Project Certification**

### **MAINTENANCE AGREEMENT<sup>10</sup>**

The *City/Town/Village/County* of \_\_\_\_\_, State of \_\_\_\_\_, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supercede, or add to any other maintenance responsibilities imposed by any Federal law or regulation and which are in force on the date of project award.

Annual inspections should be documented and maintained by the applicant, since this would be essential in determining the eligibility of Federal funding for future damages arising at the project site.

To the best of my knowledge and belief, all data/information that is submitted within this application is true and correct. I represent this applicant and am authorized by the governing body of this jurisdiction to commit the local matching share.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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<sup>10</sup> This agreement is for projects that remain under the authority of the applicant once completed.

## V. Contact Information

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For additional information concerning ***HMGP project eligibility and/or application process*** contact:

Scott MacLeod, Mitigation Grants Manager  
MA Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702  
(508) 820-1445  
[Scott.MacLeod@state.ma.us](mailto:Scott.MacLeod@state.ma.us)

Richard Zingarelli, State Hazard Mitigation Officer  
MA Department of Conservation and Recreation  
Floodplain Management Program  
251 Causeway St., Ste. 800, Boston, MA 02114-2104  
(617) 626-1359  
[Richard.Zingarelli@state.ma.us](mailto:Richard.Zingarelli@state.ma.us)

For additional information concerning the ***Nationwide Rivers Inventory*** classification contact:

Jamie Fosburgh, National Park Service  
Rivers, Trails and Conservation Assistance  
15 State Street  
Boston, MA 02109  
(617) 223-5191  
[jamie\\_fosburgh@nps.gov](mailto:jamie_fosburgh@nps.gov)

Questions related to the ***Area of Critical Environmental Concern (ACEC)*** designation can be directed to:

Elizabeth Sorenson, Director  
ACEC Program  
Massachusetts Department of Conservation and Recreation  
Division of Resource Conservation  
251 Causeway St., Ste. 700, Boston, MA 02114-2104  
(617) 626-1394  
[Elizabeth.Sorenson@state.ma.us](mailto:Elizabeth.Sorenson@state.ma.us)

For information on ***flood frequencies and/or the Flood Insurance Study (FIS)*** for your community, please contact:

Paul Morey, Regional Planner  
Massachusetts Department of Conservation and Recreation  
Floodplain Management Program  
251 Causeway St., Ste. 800, Boston, MA 02114-2104  
(617) 626-1359  
[paul.morey@state.ma.us](mailto:paul.morey@state.ma.us)



## **Appendix A**

### **EXAMPLES OF ELIGIBLE PROJECTS**

Examples of eligible types of projects include:

1. Installation of backflow valves at the sanitary sewer connection of homes and businesses affected by sewer surcharging.
2. Retrofit, floodproofing, and/or structural elevation of residential, commercial or other buildings / facilities in order to make them more resistant to the impact of disaster damages.
3. Acquisition/relocation of structures susceptible to disaster damage.
4. Upgrade/improvement of storm sewer culverts, sanitary sewers, floodgates, tide valves, or other drainage structures in a manner that will result in reduced damages from natural hazards in the future.
5. Development and implementation of mitigation standards for State or local governmental entities.
6. Development and implementation of locally based comprehensive hazard mitigation programs that include implementation as an element.
7. Any other project that will result in reduced damages from a natural hazard(s) in the future and that meets the project eligibility criteria provided below.

### **INELIGIBLE PROJECTS**

1. Projects completed or underway prior to any HMGP award to your community or other eligible organization. All activities undertaken with HMGP funds and local cost-share funds must be undertaken during the period of the HMGP grant agreement. Phased or partial projects are not eligible.
2. Generators not integral to an eligible project. Response or communication equipment.
3. Maintenance or repair projects (i.e.: Projects that do not provide an *upgrade or enhancement* to the functionality and risk resistance of a building or infrastructure component, but rather only *replace or repair* degraded or antiquated portion of a building or infrastructure component).
4. Dredging or clearance of waterways.
5. Emplacement of new, major, structural flood control measures, such as seawalls, groins, jetties, dams, dikes and levees.
6. Projects that only identify or analyze hazards, without an implementation component. Design, drainage and feasibility studies not integral to a project.

### PROJECT ELIGIBILITY CRITERIA

In order to be considered for HMGP funding, each proposed project (or application) must:

1. Be consistent with a FEMA-approved Regional, Local, and/or State hazard mitigation plan.
2. Demonstrably reduce the risk of loss of life and damage to property from natural hazards in the future (i.e.: hazard mitigation).
3. Be cost-effective. In other words, the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur (i.e.: benefits) must be greater than the cost of the project. Both costs and benefits are computed on a net present value basis.
4. Commit the applicant to being able to provide the required 25 percent non-federal cost-share.
5. Be undertaken during the period of the HMGP grant agreement. Projects completed or underway prior to any HMGP award not eligible for HMGP funding.
6. Be able to be permitted under Federal, State, and local permitting procedures. (NOTE: Proposed projects do not have to be permitted prior to the submission of a HMGP application).
7. Proposed projects cannot duplicate benefits available from other Federal funding sources or programs (EPA, Army Corps of Engineers, USDA-NRCS...)
8. Consider a number of alternative measures to address the hazard mitigation objective it wishes to address. It must compare the considered alternatives. The applicant must find that the proposed project represents the most practical, effective, and environmentally sound alternative.